

NONCOMPETITIVE BID REQUEST CHECKLIST

Has the applicant/recipient met the following requirements of the *Recipient Handbook*:

Check appropriate box: Yes No

Section 3511

Do conditions exist that require a sole/single-source contract?

Section 3521.1

Is a brief description of the program or project included?

Section 3521.2

Was it necessary to contract noncompetitively?

Did the contractor submit his/her qualifications?

Is the reasonableness of the cost justified?

Were cost comparisons made with differences noted for similar services?

Is a justification provided regarding the need for contract?

Section 3521.3

Is an explanation provided for the uniqueness of the contract?

Section 3521.4

Are there time constraints impacting the project?

Were comparisons made to identify the time required for another contractor to reach the same level of competence?